

# Solicitation, Canvassing, and Leafleting Activity Affecting the University

LAST REVISED ON 12/2006

**This policy applies to:** All faculty and staff, and individuals, groups, and organizations not affiliated with the University.

## 1. Policy

Solicitation, canvassing, and leafleting on University premises are limited in accordance with the guidelines outlined below. The policy is not intended to infringe on the rights of members of the University as individuals to freely express and exchange views and to associate with others. Rather, the policy is intended to ensure the continuity of University work and operations; to avoid the misuse of University facilities or resources in ways which would impair its non-profit, nonsectarian, independent, and non-political status; and to preserve both the fact and the appearance of the University's impartiality.

## II. Guidelines

**A.** Individuals, groups or organizations not affiliated with the University are not permitted to engage in solicitation of any kind. Nor may they distribute written material of any kind on University or Medical Center property, except as provided for in official contractual or purchase order arrangements or as explicitly authorized by a dean or vice president of the University.

**B.** University faculty and staff members may not engage in solicitation or canvassing of any kind including solicitation for membership or subscriptions, during working time. In addition, faculty and staff members in the Medical Center may not engage in solicitation or canvassing of any kind at any time in patient care areas or in areas where solicitation disrupts services to patients.

1. Working time means the time faculty or staff is actually engaged in work and does not include authorized mealtime, break time, or other periods when employees are authorized not to be engaged in work tasks.
2. Patient care areas include patient rooms, operating rooms, treatment rooms, corridors adjacent thereto, and other areas such as sitting and reception rooms on patient floors or elevators accessible to and used by patients.

**C.** Faculty and staff may not distribute leaflets or written material of any kind during working time or at any time in work areas, patient care areas, or in areas where distribution disrupts services to patients.

**D.** Faculty and staff may not use their University positions or the University's facilities, letterheads, communications media (including intramural mail and electronic information resources) or other resources for purposes of political or other solicitation or canvassing.

**E.** The Executive Committee of the Board of Trustees or the General Counsel may provide an exception to permit the use of University staff time and resources for canvassing for contributions, and the use of voluntary payroll withholding, to collect for charitable, educational, or related programs (standing approval has been given for United Way), or for programs directly sponsored by the University or its constituent divisions.

## **ABOUT THIS POLICY**

### **Policy Applies To**

Faculty, Staff

### **Policy Number**

109

### **Policy Group**

Human Resources

### **Issuing Authority**

Human Resources

### **Responsible Officer**

Barb Saat

### **Contact Information**

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## **RELATED POLICIES**

**[Outside Employment \(Moonlighting\) \(https://www.rochester.edu/policies/policy/outside-employment/\)](https://www.rochester.edu/policies/policy/outside-employment/)**

## **POLICY KEYWORDS**

**[Conduct \(https://www.rochester.edu/policies/all/?filter%5Btopics%5D=346\)](https://www.rochester.edu/policies/all/?filter%5Btopics%5D=346)**

**[Fundraising \(https://www.rochester.edu/policies/all/?filter%5Btopics%5D=436\)](https://www.rochester.edu/policies/all/?filter%5Btopics%5D=436)**